Data Strategy 2.0
Data Quality Roles and Responsibilities

March 9, 2004

Updated: March 11, 2004

Data Quality Roles and Responsibilities

- **Steering Committee**

- **Working Group**

- **Questions**

Data Quality Steering Committee Members

- **Core Members**
  - Rosemary Beavers – FSA
  - Nate Brown – Integration Partner
  - Pam Eliadis – FSA
  - Paul Hill – FSA
  - Jane Holman – FSA
  - Jay Hurt – FSA
  - Bill Leith – FSA
  - Julie Meyers – Integration Partner
  - Jason Patton – Integration Partner
  - Dan Ragan – Integration Partner
  - Mike Rockis – FSA
  - Jeanne Saunders – FSA
  - Dwight Vigna – FSA
  - Marge White – FSA
  - Keith Wilson – FSA
- **Additional FSA Subject Matter Experts as necessary**

Steering Committee Roles

- **Data Quality Administrator**

- **Financial Aid Life Cycle Subject Matter Expert**

- **FSA Technical Architecture Specialist**

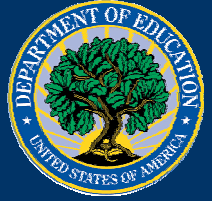- **FSA IT Management Liaison**

- **Analyst**

Steering Committee Responsibilities

- **Data Quality Administrator**

  - Facilitate Data Quality initiative within FSA

  - Implement the Data Quality plan

  - Establish Data Quality Steering Committee

  - Introduce active Data Quality issues to the process through the Prioritization Phase

  - Assist with the coordination of Steering Committee and Working Group meetings

  - Communicate results through the use of the Data Quality Issue Management Report

Steering Committee Responsibilities

- **Financial Aid Life Cycle Subject Matter Expert**
  - Provide a deep understanding of the business, processes, and functionality within FSA
  - Deliver functional interface knowledge
  - Assist in identifying and assigning business value to quality problems and in verifying the importance of each issue
  - Assist in identification of Working Group Project Managers and members
  - Knowledge of enterprise initiatives and integration

Steering Committee Responsibilities

- **FSA Technical Architecture Specialist**

  - Provide understanding of FSA technical architecture

  - Assist in assigning technical value to quality problems and in verifying the importance of each issue

  - Provide SME input and feedback throughout Data Quality Implementation Process

Steering Committee Responsibilities

- **FSA IT Management Liaison**

    - Provide input from respective enterprise area, including:

        - Risk Management

        - Enterprise Configuration Management

        - Solution Life Cycle

        - Quality Assurance

Steering Committee Responsibilities

- **Analyst**

  - Update Data Quality Issue Management Report

  - Assist with facilitation of Steering Committee and Working Group meetings

  - Provide assistance to the Data Quality Administrator

  - Facilitate issue resolution within the Steering Committee and Working Groups

Working Group Roles

- **Project Manager**

- **FSA System Subject Matter Expert**

- **Contractor Application Architect**

- **Solution Development and Testing Representatives**

Working Group Responsibilities

- **Project Manager**
  - Develop a Working Group based on a specific data quality issue
  - Liaison between the Working Group and the Steering Committee
  - Allocate resources, maintain records, communicate results
  - Maintain awareness and understand impacts of influencing events and technical activities (build cycle, release schedule, budget cycle)
  - Develop assessment plans and criteria
  - Organize and lead solution development including process improvement, code fixes, and legislation/policy changes

Working Group Responsibilities

- **FSA System Subject Matter Expert**

  - Provide functional knowledge in the Assessment and Improvement Phases

  - Assist in scope definition of the quality issue

  - Provide and review all data samples and solutions for the quality issue

  - Ensure compliance with business rules and standards

  - Identify and report any new data quality issues that may result from the Pilot Testing Stage

Working Group Responsibilities

- **Contractor Application Architect**

    - Provide technical expertise in specific system databases as they relate to the quality issue

    - Assess the quality and reliability of existing data

    - Assist in impact analysis of issues on the technical infrastructure

    - Offer recommendations for an improvement strategy

    - Provide input into the Oversight Phase

    - Assess solution impact on technical performance

- **Solution Development and Testing Representatives**

  - Assist Working Group Program Manager in implementation of issue solutions

  - Seek input from FSA ECM, SLC, QA, and Risk Management representatives

  - Write solution scripts, test scripts, and run scripts as part of Pilot and Production Testing

Questions?